



**Office of Accreditation and Teacher Quality
700 Governors Drive
Pierre, South Dakota 57501**

Professional Preparation Application Instructions & Requirements

To add a professional preparation or advanced degree to your certificate, please send us the following:

- Your completed application;
- Application fee;
- Transcripts to verify program completion;
- Copy of Praxis II test scores, if applicable;
- University sign-off form;
- Three years of verified experience in an accredited K-12 school, one year of which included classroom teaching experience or direct services to students, if applicable

After, July 1, 2005, all professional preparations and endorsements will need to be validated with an approved Praxis II test where applicable. Additional information on the required tests and the passing scores can be found at:

<http://doe.sd.gov/oatq/praxis/docs/testreq.pdf>

Any action requested by the holder which warrants the review of certification records or issuance of a new certificate is subject to \$20 processing fee as laid out in § 24:15:03:05.

Forward all of the above materials to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501.

If you have any questions regarding this process, email the office at:
certification@state.sd.us.



APPLICANT:

Social Security Number

Date of Birth

Last Name First Initial

Phone (Day)

Street Address

Phone (Evening)

City State Zip+4

Email

COLLEGE AND UNIVERSITY AUTHORIZED REPRESENTATIVES

Institutional Statement

I hereby certify that _____ (applicant) satisfactorily completed the following education program(s). See section A for a list of programs.

Date of program completion

Date of program completion

Date of program completion

Signature of Authorized Official

Title

Date

()

Print Name of Authorized Official

Telephone #

College or University

Address

Zip

Check the appropriate program completed on following pages. Attach an official transcript and mail the application with all attachments to Teacher Certification, 700 Governors Drive, Pierre, SD 57501.

Administrator

Note: Requires a letter of verification of three (3) years of direct services to students in a school district.

- ___ **300** PK-12 Principal
- ___ **301** P-8 Elementary Principal
- ___ **302** 7-12 Secondary Principal
- ___ **304** P-12 Career School Superintendent

School Service Specialist

- ___ **400** School Social Worker
- ___ **401** School Counselor
- ___ **402** B-21 School Speech/Language Pathologist
- ___ **404** B-21 School Psychologist
- ___ **406** Birth-21 Special Education Director
- ___ **407** Curriculum Director
- ___ **412** School Library/Media Specialist

Teachers

- ___ **201** Birth- Preschool Education
- ___ **202** K-8 Elementary Education
- ___ **203** K-8 Elementary Education w/5-8 Middle Level
- ___ **204** 7-12 Secondary Education
- ___ **205** 7-12 Secondary Education w/5-8 Middle Level
- ___ **206** K-12 Special Education
- ___ **209** K-12 Deaf/Hearing Impaired Education
- ___ **211** K-12 Reading Specialist
- ___ **213** K-12 Blind/Visually Impaired Education
- ___ **215** 5-8 Middle Level Education
- ___ **218** K-8 Elementary Education/Special Education
- ___ **219** Birth – Age 8 Early Childhood
- ___ **221** Birth- Age 8 Early Childhood/ Birth-Age 8 Special Education
- ___ **223** K-12 Education
- ___ **224** K-12 Education w/ 5-8 Middle Level
- ___ **225** 7-12 Mathematics / Science Composite [\(24:16:08:59\)](#)

Art Education

- ___ **620** K-12 Art Education

Educational Technology

- ___ **671** K-12 Educational Technology Education

Health/Physical Education

- ___ **631** K-12 Comprehensive School Health Education
- ___ **632** K-12 Physical Education

Language Arts Education

- ___ **570** 7-12 Language Arts – Composite
- ___ **573** 7-12 Language Arts: Speech/Debate
- ___ **574** 7-12 Language Arts: Drama/Theater
- ___ **575** 7-12 Language Arts: Mass Communications
- ___ **576** 7-12 Language Arts: English Education(Composition/Literature/Speech)

Mathematics Education

___ **580** 7-12 Mathematics Education

Music Education

___ **650** K-12 Music Education – Composite

___ **651** K-12 Music Education – Vocal Music

___ **652** K-12 Music Education – Instrumental Music

Science Education

___ **591** 7-12 Science Education – Biology

___ **592** 7-12 Science Education – Chemistry

___ **593** 7-12 Science Education – Physics

___ **594** 7-12 Science Education – Physical Science

___ **595** 7-12 Science Education – Earth Science

Social Science Education

___ **600** 7-12 Social Science Education – Composite

___ **601** 7-12 Social Science Education – History

___ **602** 7-12 Social Science Education – Political Science

___ **603** 7-12 Social Science Education – Geography

___ **604** 7-12 Social Science Education – Economics

___ **605** 7-12 Social Science Education – Sociology

___ **606** 7-12 Social Science Education - Psychology

___ **608** K-12 South Dakota Indian studies

Vocational-Technical Education

___ **510** 7-12 Agriculture Education

___ **520** 7-12 Business Education

___ **530** 7-12 Marketing Education

___ **550** 7-12 Family and Consumer Sciences Education

___ **561** 7-12 Technology Education

___ **610** 7-12 Career and Technical Education

World Languages Education

___ **541** K-12 Latin

___ **542** K-12 French

___ **543** K-12 German

___ **544** K-12 Spanish

___ **547** K-12 Lakota Languages

___ **5470** K-12 Lakota Languages Endorsement (24:15:06:29)

___ **Masters Degree: Content Area** _____

___ **Doctorate Degree: Content Area** _____